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Council on Aging Minutes 04/19/07

The following are the minutes of the April 19, 2007 board meeting which were approved at the May 17, 2007 annual meeting of the COA. Also included is the revised Charles P. Sevoyan Charitable Trust Policy which is an attachment to the minutes.

ARLINGTON COUNCIL ON AGING
 27 Maple Street
 Arlington, MA 02476-4909

Robert Tosi, Jr., Chair
 Paul West, Vice Chair
 Shirley Chapski, Secretary

Regular Meeting of the Council on Aging
 April 19, 2007

MINUTES

Place and Time of Meeting: Arlington Senior Center, 27 Maple St., Arlington, 7:40 p.m.

Members Present: Paul West, Robert Tosi, Jr. (joined the meeting at 8 p.m.), Karen Nichols, Harry McCabe, Mildred Hurd, William Carey and Shirley Chapski.

Members Absent: Ann MacGowan

Others Present: John Jope, COA Executive Director; Capt. Kevin Kelly, Arlington Fire Dept. and David Facey, COA volunteer.

Quorum Identification/Call to Order: Paul West presided and Shirley Chapski kept the minutes. A quorum of 6 was present.

Minutes of the March 15, 2007 Regular meeting: Bill moved to accept the Minutes of the March 15, 2007 meeting, Karen seconded.

There being no corrections to the minutes, all voted in favor. Motion carried.

Harry moved, Bill seconded and it was voted to move directly to:

UNFINISHED BUSINESS:

"Vial of Life" Effort: John referred the members to a memo dated March 8, 2007 from Lourie August, COA, Capt. Kevin Kelly, Fire Dept. and Christine Connolly, Health and Human Services, to the Board of the COA, which outlines the program and concludes with a funding request from the Sevoyan Bequest Fund for \$1000 in support of the program. Capt. Kelly explained the "Vial of Life" program wherein a participant completes a health information form, places it in a vial in the freezer, and places an identifying magnet on the door of the refrigerator. The Fire Dept., in response to an emergency call, would have quick access to medical and emergency contact information. Walgreens and CVS have agreed to supply vials and the Fire Dept. will print the medical forms.

It was asked that the COA donate \$1000 to fund this effort. Harry reminded the members that at the March meeting it was recommended that community sponsors be considered to subsidize the endeavor. Karen questioned the \$1000 figure feeling it was too high as magnets can be ordered cheaply over the internet. She suggested a lower dollar amount as a start. After discussion, Bill moved to allocate \$100 to fund the initial cost of the program, Harry seconded for purposes of discussion. After discussion, Bill amended the motion to \$200 to be taken from the Gift Fund; all in favor. Motion carried. Capt. Kelly then departed the meeting.

Paul West relinquished the chair to Bob Tosi.

REPORT OF THE CHAIR: Bob commented as follows:

- The annual ASA/COA Volunteer Appreciation Day is April 27, 2007 with a luncheon to be held at the Town Hall.

- David Facey, COA volunteer, was introduced and spoke on his background in radio and his interest in publicity.
- The next meeting, May 17, of the COA board is the annual meeting and election of officers for the following year.
- Attended the Equal Choice rally at the State House.
- Thanked John for coordinating the use of wheelchairs on behalf of the COA for the St. Agnes' shut-in mass and anointing. The chairs were well used and provided a lot of publicity for the COA.

EXECUTIVE DIRECTOR'S REPORT: The report is attached hereto and made a part of the minutes. Additional comments are as follows:

- Student Government Day: Thursday May 3 is the annual Student Government Day at which time students are assigned to municipal agencies where they learn about the agency's needs and what they do.
- MCOA News: Copies of the MCOA Legislative Alert were distributed. With regard to the formula grant-- it has been level funded for FY08. MCOA is seeking to raise the grant from \$6.30/elder to \$7/elder for the upcoming fiscal year and Elder Affairs Chairman, Rep. Robert Correia of Fall River, has agreed to be the lead sponsor of a floor amendment to try to increase this line item.
- Distributed copies of a COA Summary Report of the Council Work Session dated Sept. 27, 1991 for the board's information. At that time, the staff and council had an action plan but this hasn't been done since. It is worth considering working on a new plan.
- Further to his letter of March 20, 2007 to the board regarding the Transportation Enterprise Program, and in an effort to secure financial assistance for the program, John will call local hospitals and nursing homes for appointments, followed up by a visit from John and one or two board members. Bob reminded John that it was noted in previous minutes that he (John) was going to check with other COAs regarding what success they had in fund raising activity. John said that almost all COAs in the state have a Friends group and they are the ones who do the fund raising, not the COA itself. Discussion followed about COAs being direct fund raisers.
- Harry referred to Item 3 of John's letter to the board dated March 20, 2007 wherein it is stated that a board member (Harry) would look into availability, cost, and installation of van signs. Harry said he did what he agreed to do and gave the information to the Transportation Cte. previously.

OTHER REPORTS:

- COA Representative/Liaison to Minuteman Senior Services: No report.
- COA Representative/Liaison to the Seniors Association: Mildred was unable to attend the last meeting.
- Arlington Seniors Association Representative to COA: No report.
- Budget Committee: The committee met April 17 but did not have a quorum. The next meeting is Monday, May 14 at 10:30 a.m.
- Transportation Committee: The next transportation committee will be May 23 at 10:30. Bob and Harry will meet along with Mary Dodge who will bring her perspective as a user and rider of the van. Bill or Karen are encouraged to attend if they are free.

In follow up to an article on transportation that John sent to The Advocate, the editor offered to send a reporter to meet with John. The reporter and John met this date and talked about the history of the transportation program and where we want to go. She will follow up with a ride on a COA van and get a chance to interview the driver and riders.

- Sevoyan Policy Task Force: The final version of the revised Charles P. Sevoyan Charitable Trust Policy, adopted by vote of the council on March 15, 2007, was signed by the members. A copy of the document is attached hereto.
- Joint COA/ASA Committee: A very productive meeting of the committee took place on April 2nd. They are getting more cost estimates on a special edition of the newsletter to reach out to the entire senior community, if possible, and expect to repeat the process on a smaller scale each year as more older residents "come of age." A joint social event is being considered. The next committee meeting will be May 7, 2007 at 10:30 a.m. Bob spoke to Christine Connolly about the BOH van that has been parked in the ASA parking area. She apologized for its taking up space and said when the driver is not working the van will be parked off-site.

NEW BUSINESS:

- Donation Envelopes: John spoke about the donation envelopes which are being considered for placement in funeral homes and medical offices. Ann had prepared a mock-up of the donation envelope which was passed around for comment. Bob expressed his appreciation for her efforts in this project. Print Aspects can provide 1000 printed envelopes for \$250 and plastic holders can be purchased from Staples. The donor will have the option of stipulating that his/her donation be applied towards the Transportation Enterprise Fund or COA Health and Wellness programs. After discussion, Bill moved to set up a separate fund for monies received from such donations with approval by the board for distribution of any amount over \$200; Karen seconded; all in favor. Motion carried.

REVIEW ACTION ITEMS: Bob asked that we respond to the Volunteer Luncheon invitation if we have not already done so; requested Bill and Karen to attend the next Transportation Cte. meeting, if they can; the Budget Cte. Committee will meet May 14th; members are encouraged to call the Selectmen and Kevin O'Brien to support the COA's request for CDBG funding of our programs; we are still seeking another board member as well as encouraging people to become associate board members.

There being no further business to come before the meeting, Paul moved to adjourn; Shirley seconded; all in favor. Motion carried. Adjourned at 9:30 p.m.

Shirley Chapski, Secretary

Annual Meeting of the COA May 17, 2007 at 7:30 p.m.

ARLINGTON COUNCIL ON AGING:
EXECUTIVE DIRECTOR'S REPORT

May 17, 2007

the mission of the council on aging is to provide advocacy and support services
to help arlington elders live dignified and independent lives

1. The annual Volunteer Appreciation Luncheon, held at Town Hall this year, went very well. Members of the COA board were in attendance, although not everyone. Attendees said this was the "greatest luncheon ever".
2. Completed EOTC application for a new van grant.
3. Completed EOEA application for FY2008 funding.
4. Frequent meetings and consultations with COA staff, other COAs, Health/Human Services Department Head about the status, and potential efforts and directions, with the transportation enterprise program.

COUNCIL ON AGING
CHARLES P. SEVOYAN CHARITABLE TRUST POLICY

I. INTRODUCTION

The Council on Aging (COA) members, (Note: a), as a result of an unprecedented opportunity to be the beneficiary of a sizable bequest from the estate of a noted and philanthropic member of our community, Charles P. Sevoyan, D.M.D., have developed policy to direct their actions in regard to the management and disbursement of the funds.

II. BACKGROUND

Upon the death of Charles Sevoyan, his Will was offered for probate by the Executor, Richard Keshian, Esq., of Arlington, as follows, Article Fifth, Part 5:

One of the said parts to the ARLINGTON COUNCIL ON AGING. This bequest is unrestricted and the Board of Trustees or other governing body may use and expend the same for the benefit of the ARLINGTON COUNCIL ON AGING for its general charitable purposes it deems appropriate. However, this gift is conditioned upon the basis that the ARLINGTON COUNCIL ON AGING is an organization properly defined under the Internal Revenue Code as an organization for which a charitable deduction for federal estate tax purposes is recognized. If my estate is not entitled to a charitable deduction under the Internal Revenue Code, then this gift shall lapse and the share hereunder shall augment proportionately the shares of this ARTICLE FIFTH.

III. POLICY STATEMENT

1. In order to protect the bequest principal, capital gains and interest or dividends earned from their investment from dissipation, they shall be invested in accordance with sound investment principles.
2. The bequest principal amount of \$223,000 shall be preserved, i.e.: no expenditure shall be made from the bequest which draws it down below the principal amount.

3. Expenditures shall be approved only by the COA members at a scheduled meeting from the capital gains, interest or dividends earned from the invested principal and/or reinvested accrued earnings.
4. Only a portion of the capital gains, interest, or dividends earned may be expended in each year with the remainder, if any, to be reinvested with the principal unless otherwise legally required.
5. All use of the funds shall perpetuate the donor's name, honor his memory and dignify his profession.
6. All use of the funds shall provide a service only to the needy elderly residents of the Town of Arlington, MA, as deemed appropriate by the COA members in accordance with the terms of the bequest.
7. No use shall be made of the bequest or its earnings for the Town of Arlington operating expenses, including but not limited to: wages, fringe benefits, or capital equipment regardless of cost.
8. No use shall be made of the bequest or its earnings to substitute for or offset ongoing program costs.
9. The COA shall appoint a standing committee for the purpose of administering the bequest, this committee to be known as the Dr. Sevoyan Bequest Committee.
10. The Council may appoint a Citizens Advisory Panel of not more than seven (7) prominent professionals to advise the Council regarding the use of the bequest and earnings from its investment.
11. Proposals for the use of the Bequest and/or its earnings from investments shall be submitted to the COA. All such proposals shall then be forwarded to the Dr. Sevoyan Bequest Committee for review and recommendation to the COA.
12. The COA members shall be the sole determinant and interpreter of this policy and may amend it at a COA meeting. After any Charles P. Sevoyan Trust Fund policy amendment has been voted, no vote on a proposal may take place until the next meeting.

Approved by the Council on Aging: April 19, 2007.

1. _____ 2. _____
William Carey Shirley Chapski

3. _____ 4. _____
Mildred Hurd Ann MacGowan

5. _____ 6. _____
Harry McCabe Karen Nichols

7. _____ 8. _____
Robert Tosi, Jr. Paul West

Notes:

- a) By-Laws, Town of Arlington, Massachusetts 02476, Title II, Article 3:
Council on Aging.
- b) Original document dated January 22, 1998
- c) Revised document dated April 19, 2007

